

Apostille: Request to certify and notarize documents for Apostille.



JOHNSON & WALES
UNIVERSITY

- Documents will not be certified or notarized if there is an outstanding financial obligation with the university.

REQUIRED: Your student enrollment information

Name (while in attendance): _____

Date of Birth (mm/dd/yy): _____ ID: _____

Date(s) enrolled & campus: _____

Phone #: _____ E-mail address: _____

REQUIRED: Identify which document(s) require *apostille*

Official Transcript (check one box if needed):

- I have enclosed an official transcript(s), which I previously requested, for your office to notarize.

Diploma (check one box if needed):

- I have enclosed an original diploma(s) for your office to notarize.
 A copy of my diploma.*

*For a copy of your diploma, please order via www.michaelsutter.com/jwu and enclose it with this request

Other JWU document(s) requiring *apostille* (be specific if needed): _____

REQUIRED: To submit your request, check each box

- Enclose a **pre-paid and pre-addressed envelope(s)** in the appropriate size
 Enclose **this request and all related documents/forms** and mail to: **Apostille Processing, Student Academic & Financial Services, Johnson & Wales University, 274 Pine Street, Providence, RI 02903.**

Upon receipt of your request, allow up to **10 business days** for processing.

Your signature: _____ Date: _____

Internal Use Only

- update SPAIDEN SHARQTC Holds letter notification